



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 21, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CET (4 pos)

Design Trainee  
Region 5/District 8/Program Development  
Office of Highways Project Implementation  
Collinsville

Attachments  
41285

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, October 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee (4 POSITIONS)</b>	<b>Salary Range:</b>	<b>\$4,275 - \$4,655</b>
<b>Position Title:</b>	<b>Design Trainee</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-58-303-30-01</b>	<b>IPR#:</b>	<b>41285</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Highways / IDOT / Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive - Collinsville, IL

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#### Description Of Duties:

This position is accountable for assisting in the preparation of design and project reports in order to secure design approval for projects on the annual and multi-year improvement program. Design approval is a pre-requisite to plan preparation and acquisition of right-of-way.

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#### Special Qualifications:

##### **Required:**

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2016/spring 2017)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2016/spring 2017 graduates must be provided at time of hire.)
- Valid driver's license

##### **Desired:**

- Strong oral and written communication skills

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday, subject to variance according to district operational needs

**\*THIS IS AN ENTRY-LEVEL POSITION\***

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

DATE:	October 2015	POSITION:	Design Trainee
APPROVED BY:	<u>Francis Opfer</u>	DEPARTMENT:	Dist. 8/Program Development Studies and Plans
CODE:	PW110-23-58-303-30-01	REPORTS TO:	Senior Design Reviewer

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**POSITION PURPOSE:**

This position is accountable for preparing and developing various contract plans that are used for highway construction and all related calculations and documentations.

**DIMENSIONS:**

Design/Project Reports:	5 to 10 annually
Annual Value of Projects:	\$3 - \$30 Million

**NATURE AND SCOPE:**

This position reports to the Senior Design Reviewer as do a number of Senior and Junior Designers.

This position is accountable for preparing contract plan sheets and related documentation for highway construction within a District that is both highly urbanized and rural in nature. This requires the incumbent to deal with urban and rural design standards. In addition, the District is experiencing rapid commercial, industrial and residential growth which necessitates the need to develop new or rehabilitate existing highway systems in congested areas which complicates the task of highway design.

The incumbent is required to assure that all pertinent topographic and design data has been included on all plan sheets in a clear and concise manner. The incumbent's greatest challenge is keeping abreast of the latest design guidelines and policies in order that plan preparation can proceed in an effective manner and within established schedules.

The incumbent is required to interpret data from topography and digital terrain model files generated from raw survey data: develop horizontal and vertical alignments, existing and proposed cross sections, proposed design conditions, construction details, earthwork and other minor quantities and schedules utilizing Computer Aided Drafting and Design tools: complete minor drainage evaluations for the location and size of the various drainage facilities; assures that all necessary computations and correspondence are properly documented; participate in field inspections; and generally assists the Senior Design Reviewer in the supervision and completion of contract documents.

The incumbent's authority is limited to development of all required basic designs and advises the Senior Design Reviewer of difficulties with interpretation of the Illinois Department of Transportation Policies and Procedures, FHWA Guidelines and AASHTO Publications.

In performing the functions of this position the incumbent is required to coordinate occasionally with personnel in Project Support, Land Acquisition, Materials, Location Studies, Administration and Construction.

The incumbent is evaluated according to his/her ability to develop accurate, concise, and clear contract plans, related calculations, and documentations within established time frames.

PRINCIPAL ACCOUNTABILITIES:

1. Development, preparation, and coordination of all contract plans assigned in an accurate and timely manner.
2. Assures that all quantities have been properly calculated or reviewed and that proper documentation is available.
3. Assists in the training and supervision of temporarily assigned personnel.
4. Utilizes Computer Aided Drafting and Design tools for plan preparation, calculation, and documentation.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.